

LEGAL SECRETARY I
LEGAL SECRETARY II

DEFINITION

To perform specialized, confidential and diversified legal secretarial work; to assist in scheduling and the handling of office details; and to relieve legal staff of administrative detail.

DISTINGUISHING CHARACTERISTICS

Legal Secretary I - This is the entry level class in the Legal Secretary series. Positions in this class typically have little or no directly related work experience and work under immediate supervision while learning job tasks. The Legal Secretary I class is distinguished from the II level by the performance of less than the full range of duties assigned to the II level. Incumbents work under immediate supervision while learning job tasks, progressing to general supervision as procedures and processes of assigned area of responsibility are learned.

Legal Secretary II - This is the full journey level class in the Legal Secretary series and is distinguished from the I level by the ability to perform the full range of duties assigned with only occasional instruction or assistance as unusual or unique situations arise. Positions in this class are flexibly staffed and are normally filled by advancement from the I level.

SUPERVISION RECEIVED AND EXERCISED

Legal Secretary I

Receives immediate supervision from the City Attorney, and technical and functional supervision from the Legal Assistant.

Legal Secretary II

Receives general supervision from the City Attorney, and technical and functional supervision from the Legal Assistant.

EXAMPLES OF DUTIES - Duties may include, but are not limited to, the following:

1. Type, edit and format legal documents including pleadings, briefs, opinions, orders, contracts, correspondence and other legal matters.

City of Hayward
Legal Secretary I
Legal Secretary II (continued)

EXAMPLES OF DUTIES (continued)

2. Handle routine departmental correspondence independently, and maintain files of correspondence, contracts, legal opinions and other records and documents.
3. Assist other staff by performing duties related to special assignments or projects including researching and compiling information.
4. Provide information in person or over the telephone relative to departmental procedures, policies and records.
5. Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Legal Secretary I

Knowledge of:

- A. Principles and practices of technical report typing.
- B. English usage, spelling, grammar and punctuation.
- C. Modern office practices, procedures and computer equipment.

Ability to:

- D. Evaluate situations and people and to adopt a reasoned course of action.
- E. Work with accuracy and thoroughness under stress.
- F. Communicate clearly and concisely, both orally and in writing.
- G. Establish and maintain effective working relationships with those contacted in the course of work.
- H. Transcribe from dictating equipment.

City of Hayward
Legal Secretary I
Legal Secretary II (continued)

Ability to (continued):

- I. Type at a minimum of 50 words per minute.

Experience and Training

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Two years of responsible secretarial experience.

Training:

Equivalent to the completion of the twelfth grade.

Legal Secretary II

In addition to the qualifications of the Legal Secretary I:

Knowledge of:

- J. Legal terms, forms, documents.
- K. Court procedures and requirements.
- L. Operating procedures of a legal office.

Ability to:

- M. Perform legal secretarial duties with little supervision.
- N. Research and analyze background information.

Experience and Training

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

City of Hayward
Legal Secretary I
Legal Secretary II (continued)

Experience:

Two years experience performing legal secretarial duties similar to the Legal Secretary I in the city of Hayward.

Training:

Equivalent to the completion of the twelfth grade.

PROBATIONARY PERIOD: Six months

415CS90 (Legal Secretary I)

416CS90 (Legal Secretary II)

July 1984

Revised May 1990

AAP GROUP: 16

FPPC STATUS: Non-Designated

FLSA STATUS: Non-Exempt